

Initial Consultation Meeting			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$1,505
ENVIRONMENTAL			
PDS REVIEW TEAMS			\$700**
STORMWATER			
DEH	SEPTIC/WELL	\$238***	
	SEWER	\$238***	
PDS TRAILS REVIEW			
VIOLATION FEE (<i>not included in total</i>)		None	
INITIAL DEPOSIT & FEE TOTAL \$1,505 +			

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

** If PDS Land Development is requested, please collect \$700 initial deposit.

*** If DEH is requested, please collect \$238 initial deposit.

Forms are available at: <http://www.sdcountry.ca.gov/pds/zoning/ZoningNumeric.html>, or the links below.

Please follow all notes and instructions carefully to avoid delays in processing.

PART A:

Each item below must be saved as an electronic PDF file on a USB Flash Drive.

- Plot Plan ([see Notes 2, 5](#)).
- Project Description ([see Notes 2, 5](#)).

PART B:

Each item below must be printed on paper, completed and have all required signatures.

- Plot Plans: **FIVE (5)** copies ([see Notes 3, 4](#));
 - If in the Alpine Community Planning Group area: **EIGHT (8)** copies.
 - If in the (USDRI) River Way Specific Plan area: **TEN (10)** copies.

[126 Acknowledgement of Filing Fees and Deposits](#): **ONE (1)** copy ([see Note 1](#)).

[320 Evidence of Legal Parcel](#) (and any Deeds): **ONE (1)** copy.

[325 Initial Consultation Meeting Request](#): **ONE (1)** copy.

[346 Discretionary Permit Application](#): **ONE (1)** copy ([see Note 1](#)).

[346S Supplemental Application](#): **ONE (1)** copy.

PART C:

All items below are for your information. Please do not bring in these items.

[090 Minimum Plot Plan Information](#)

[209 Defense and Indemnification Agreement FAQs](#)

[906 Signature Requirements](#)

NOTES:

1. IMPORTANT

A Registered Property Owner **MUST SUBMIT** a **Signed Letter of Authorization** for an Agent if;
 An Authorized Agent signs the PDS-346 form and is not the registered owner of the parcel.
 Or, the parcel is owned by two or more registered owners.

Or, not all of the registered owners are signing the PDS-346 form.

Or, the Authorized Agent is not the Financially Responsible Party.

Or, the parcel is owned by a Corporation.

ADDITIONALLY

Financially Responsible Party **MUST SIGN** form PDS-126.

Financially Responsible Party **INFORMATION MUST MATCH EXACTLY** on form PDS-126

Authorized Agent **may sign** form PDS-346 **ONLY IF ATTACHED** to a **Signed Letter of Authorization.**

2. Save each complete Study, Report, Plot Plan, Map, etc., as an electronic PDF file onto ONE (1) USB Flash Drive. Provide only ONE (1) USB Flash Drive. Submit only the requested files. Files CANNOT have any security restrictions or passwords. Please name each PDF file on the USB Flash Drive based on the "Title or Type" of document being submitted (examples: Plot Plan, Resource Protection Study, Grading Plan). Please note: the USB Flash Drive will not be returned.
3. Printed Plot Plans, Elevation Drawings, Floor Plans, etc., must be at least 11"x17", stapled together in sets and folded to 8½"x11" with the lower right-hand corner exposed.
4. Applicant must provide the correct number of printed plot plans for the Initial Consultation Meeting.
5. A detailed Project Description along with a Conceptual Plot Plan is required.
6. Copies of all material will be distributed to PDS Land Development (and DEH if necessary).
7. If the project is a violation, the plans must have a Code Compliance Officer's stamp before accepting the application.
8. Your application package must be complete when you bring it in for submittal. The submittal process begins at the main "Check-In" counter on the first floor.
9. **Office Location and Hours:**
5510 Overland Avenue, Suite 110 (First Floor), San Diego, CA 92123.
Monday - Friday: 8:00 a.m. to 11:45 a.m. and 12:30 p.m. to 4:00 p.m. (Except County Holidays).